

INSTRUCTIONS FOR COMPLETING THE COURSE BUDGET

The Course Budget (POST 2-106) is to be completed and submitted for courses that require a tuition or are being presented for reimbursement of actual course presentation costs. Refer to Commission Regulation 1054 for budget guidelines.

Complete each space as follows:

1. **AGENCY PRESENTING THE COURSE:** Enter the name of the agency that will present the course.
2. **COURSE CATEGORY:** From the list below, enter the POST Course Category of this course:

Basic Supervisory	Management Executive	Technical Seminar
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3. **COURSE TITLE:** If the course has a descriptive title other than the POST category, enter the title of the course (e.g., POST Category - Technical Course; Course Title - Advanced Hostage Negotiations).
4. **BUDGET SUMMARY COST:** Enter the cost of each item included in Items A thru E in the appropriate cost column box.
5. **SUBVENTIONS:** Enter the total dollar amount of subventions from Item 12.
6. **NAME OF PERSON SUBMITTING BUDGET AND DATE:** The individual submitting the course budget must sign and date the form.

BUDGET DETAILS

7. **SERVICES:** Provide a narrative explanation (e.g., name of the individuals, number of hours the individuals will teach, and the hourly rate to be paid) of each item listed in Item 4(A) which is included in this budget.
8. **SUPPLIES:** Provide a narrative explanation of each item listed in Item 4(B) (e.g., list the specific item, quantity needed, and cost for each) which is included in this budget.
9. **EQUIPMENT:** Provide a narrative explanation (e.g., list each piece of equipment and the cost for each) if Item 4(C) is included in this budget.
10. **TRAVEL:** Provide a narrative explanation (e.g., list the name of each individual who will be travelling and any costs that may be incurred) of each item listed in Item 4(D) which is included in this budget.
11. **MISCELLANEOUS:** If Item 4(E) is included with this budget, use this space to specify the item and cost for each.
12. **SUBVENTIONS:** Agency presenters identify the course, type and cash value of any subventions received from outside funding sources. Subventions shall include, but are not limited to, fees, grants, gifts, Full-time Equivalent Student (FTES) shares from community college affiliations, and the monetary equivalent of services, equipment or materials provided in support of the course.

COURSE BUDGET

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

1. AGENCY PRESENTING THE COURSE

2. COURSE CATEGORY

3. COURSE TITLE

4. BUDGET SUMMARY COSTS

COST

SUBTOTAL

TOTAL

DIRECT COSTS

A. Services

(1) Instruction

(2) Coordination

(3) Clerical

(4) Printing/Reproduction

TOTAL SERVICES

B. Supplies

(1) Books/Pamphlets/Handouts

(2) Certificates

(3) Notebooks

(4) Paper/Office Supplies

TOTAL SUPPLIES

C. Equipment

D. Travel

(1) Coordinator

(2) Instructors

TOTAL TRAVEL

E. Miscellaneous

TOTAL DIRECT COSTS

INDIRECT COSTS

GRAND TOTAL

5. SUBVENTIONS

TOTAL SUBVENTIONS

6. NAME OF PERSON SUBMITTING BUDGET AND DATE

POST USE ONLY

Total

Number of
Students

Tuition per Student

Actual Course Presentation Cost

POST APPROVAL AND DATE

COURSE CERTIFICATION NUMBER

BUDGET DETAILS

7. SERVICES				COST
A. Instruction	<u>Name</u>	<u>No. of Instructor Hours</u>	\$ <u>Hourly Rate</u>	
B. Coordination	<u>Name</u>	<u>No. of Coordinator Hours</u>	\$ <u>Hourly Rate</u>	
C. Clerical	<u>Name</u>	<u>No. of Hours</u>	\$ <u>Hourly Rate</u>	
D. Printing/Reproduction	<u>Item</u>		\$ <u>Cost</u>	
TOTAL				

8. SUPPLIES				
A. Books/Pamphlets/Handouts	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
B. Certificates	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
C. NoteBooks	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
D. Office Supplies	<u>Item</u>	<u>Quantity</u>	\$ <u>Cost</u>	
TOTAL				

BUDGET DETAILS

9. EQUIPMENT		COST
<div style="display: flex; justify-content: space-between;"> <u>Item</u> \$ <u>Specific Cost</u> </div>		
TOTAL		

10. TRAVEL				
A. Coordinators <u>Name</u>	<u>Origin & Destination</u>	<u>Mode of Transportation</u>	Specific Costs (e.g., Transportation, per diem, etc.) \$	
B. Coordinators <u>Name</u>	<u>Origin & Destination</u>	<u>Mode of Transportation</u>	Specific Costs (e.g., Transportation, per diem, etc.) \$	
TOTAL				

11. MISCELLANEOUS		
<div style="display: flex; justify-content: space-between;"> <u>Item</u> \$ <u>Cost</u> </div>		
TOTAL		

AGENCY PRESENTERS ONLY

12. SUBVENTIONS			
<u>Source of Subvention</u>	<u>Type of Subvention</u> (cash, equipment, services, etc.)	Cash Value of Subvention \$	
TOTAL			